

DD/S 61-1311

25X1

5 MAY 1961

MEMORANDUM FOR: Director of Logistics

ATTENTION : Telephone Section,
Real Estate & Construction Division

SUBJECT : Referral of Outside Telephone Calls

1. Based on a rather broad interpretation of a 13 March 1951 memorandum from the Director of Security which stated that inquiries regarding the organizational structure of CIA would be referred to my office, the telephone operators have referred a substantial number of outside telephone calls for our action which were not related to the CIA organizational structure nor to the activities of my office or any office under my direction. A considerable amount of my secretary's time -- and in some instances, my time -- is expended in determining the nature of the inquiry and then following up to insure that the call is responded to properly.

2. The types of calls which I refer to are:

- a. Calls dealing with Agency public relations.
- b. Calls from Congressmen or members of their staffs.
- c. Calls regarding security matters.
- d. Calls regarding the new building, including inquiries regarding concessions in the new building.
- e. Calls from other government departments and agencies (particularly the military departments) inquiring about foreign areas, extra copies of Agency publications, rates of production of Soviet and Satellite materials, etc.
- f. Callers who do not or cannot identify the unit or individual with whom they wish to speak. Such inquiries are normally presented somewhat as follows: "I would like to speak to someone who knows about Mexico," or "I would like to speak to someone who knows about international products."

SECRET

3. I recognize that the telephone operators must be in a position to refer outside calls to an office in the Agency which can handle the inquiry properly or, in the case of nebulous inquiries, to a point which can determine where the inquiry should be handled.

4. It is therefore requested that the telephone operators be instructed to refer outside telephone calls of the type outlined in paragraph 2 to the following individuals or offices:

- a. Calls dealing with Agency public relations -- to Colonel Stanley J. Grogan, extension [redacted] 25X1
- b. Calls from Congressmen or members of their staffs -- to the Legislative Counsel, Mr. John Warner or [redacted] extension [redacted] 25X1
- c. Calls regarding security matters -- to the Office of Security, Building Security Branch, [redacted] (day or night). 25X1
- d. Calls regarding the new building -- to the Building Planning Staff, [redacted] 25X1
- e. Calls from other government agencies which do not identify a particular individual or unit being called -- to the Liaison Section, Office of Central Reference, [redacted] 25X1
- f. Calls from individuals who do not identify a particular individual or unit being called -- to the Office of the DCI, [redacted] 25X1

15/
L. K. White
Deputy Director
(Support)

cc: Col. Grogan
Legislative Counsel
OS
OL/RPS
OCR
[redacted]
OL/RECD

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	Legislative Counsel Room 221, East Building	<i>[Signature]</i>	
2	<i>JSW</i>		
3	<i>GLC</i>		
4	<i>JGO</i>		
5	<i>MRS</i>		
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Deputy Director (Support)			5 MAY 1961
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